

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 13-41

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All Agencies

POSITION: Administrative Support Assistant

OPENING DATE: May 9, 2013

CLOSING DATE: May 22, 2013

WORK HOURS: One position (40 hour work week)

SALARY: All Agency/Not Ordinarily Residents (NOR): \$41,210 p.a. This position is being advertised as a GG8 - GG10. Promotion will require further competition. This position is NOT authorized for telework, secure telework, job sharing, or part time work. Final grade level and salary will be determined by Washington.

ALL APPLICANTS MUST BE U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMs) TO BE ELIGIBLE FOR CONSIDERATION. DEFINITION OF USEFM IS PROVIDED LATER IN THIS ANNOUNCEMENT.

The U.S. Embassy in Amman is seeking individuals for the position of Secretary in the Defense Attaché Office (DAO).

BASIC FUNCTION OF POSITION:

The incumbent serves as an Administrative Support Assistant. As such, reviews incoming correspondence and determines the appropriate action based on the content of the documents; reviews outgoing correspondence and documents for correct format, grammar, and conformance with established guidance and procedures; develops internal guidelines and standard operating procedures of the administrative processes and work methods to ensure consistency within the office; prepares special reports and works on projects; implements, monitors, and maintains various administrative programs such as record keeping, manpower/personnel, mail distribution, and central files; assists with the execution of funds of the assigned segment of the budget.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation

1. Successful Completion of High School is required.
2. Two years secretarial/clerical experience is required. Good customer service skills are required.
3. Level 4 (fluent) in speaking and reading English is required.
4. Incumbent should be familiar with structure of the U.S. Military and ranks of individual personnel. Incumbent should be familiar with structure of the U.S. Mission and responsibilities of individual offices. Incumbent will need to know Embassy/DOS security procedures (including handling classified material), communications protocols, and other basic office procedures as required.
5. Proficiency and accuracy with MS Office and other computer applications such as E-2 Travel, open net, e-Services, Ariba, used by U.S. Mission is required. Requires office management skills, i.e. word processing, filing, drafting correspondences, etc. Must have strong organizational skills with the ability to schedule, make travel arrangements, and coordinates projects.
6. Must be able to research thoroughly regulations, interpret, and draft reports or notices based on regulations. Good customer service skills are required. Excellent phone and organizational skills are required. Must be able to work with employees at all levels and ranks in a collegial and professional manner.
7. Must be able to obtain and retain a Top Secret Sensitive Compartmented Information (SCI) clearance.

SELECTION PROCESS:

When fully-qualified, U.S. Citizen Eligible Family Members (USEFMs) who are U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application. The USEFM does not have to be residing in country to be considered, but the sponsoring employee under COM authority must be officially assigned to Post.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Anyone who is not a U.S. Citizen EFM (as defined below in the definitions section) is not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. Per Post Management Policy number 31, we only welcome applications when the USEFM is within 30 days of arrival.
7. Successful candidate must be able to obtain the required security clearance.

TO APPLY:

Interested applicants for this position should submit the following:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix A); **or**
3. A combination of both; i.e. Sections 1 – 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. USEFM candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. USEFM candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Applications can be submitted electronically through AmmanEmployment@state.gov.

DEFINITIONS:

USEFM:

An EFM who meets all of the following criteria:

1. U.S. citizen; **and**
 2. Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; **and**
 3. Listed on the travel orders or approved OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e. a direct-hire Foreign or Civil Service employee or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission and who is under Chief of Mission authority; **and**
 4. Is residing at the sponsoring employee's post of assignment abroad or is residing at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
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CLOSING DATE FOR THIS POSITION: MAY 22, 2013

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Universal Application for Employment (UAE):

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for a position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Failure to do so will result in an incomplete application, which will therefore deem the applicant ineligible for the proffered position.